

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Position]
[Company Name]

Dear [Employee's Name],
Happy Work Anniversary!

As we celebrate another year of your journey with [Company Name], I want to take a moment to express our heartfelt gratitude for your hard work and dedication.

Over the past [Number of Years] years, you have made significant contributions to our team and have played a vital role in our successes. Your [mention specific accomplishments, qualities, or projects] have not only elevated the standards of our work but also inspired your colleagues.

We appreciate your [insert personal qualities, e.g., teamwork, initiative, etc.] and how you continuously strive for excellence. It's a pleasure to have you as part of our team, and I am excited to see what the coming years will bring for you.

Thank you for being an essential part of [Company Name]. Here's to many more successful years together!

Warmest regards,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]